

Minutes
Board of Supervisors
Work Session
January 6, 2015

Members Present: Johnny Woodward, Chairman At-Large
D. Keith Guzy, Jr. District 1
David Wiatrowski, District 2
J. D. Cave, District 3
Darrell Short, District 4
Dorothy F. Pendley, District 5

Staff Present: Amity Moler, Assistant County Administrator
Regina Miller, Assistant to the County Administrator
Nathan Miller, County Attorney

Call to Order:

Chairman Johnny Woodward called to order the work session of the Page County Board of Supervisors on January 6, 2015, at 7:00 p.m. in the Board of Supervisors Room located in the Page County Government Center, 103 South Court Street, Luray, noting a quorum of the Board was present.

Organizational Matters

Election of Vice Chair:

Chairman Johnny Woodward said that the Board selects one of its members to serve as Vice Chair for a one year term. Mrs. Dorothy Pendley of District 5 has been serving as Vice Chair for 2014; it's now time to select a Vice Chair for 2015. The next District in ascending sequential order is usually the next nominee.

Motion: Supervisor Cave moved to nominate D. Keith Guzy, Jr., to serve as Vice Chair of the Board of Supervisors for 2015. Supervisor Pendley seconded and the motion carried by a vote of 6-0. Aye: Guzy, Wiatrowski, Cave, Short, Pendley, Woodward. Nay: None.

Adoption of the Rules of Procedure:

EXHIBIT A

Chairman Woodward said that the Rule of Procedure controls the internal affairs of the Board of Supervisors. It needs to be re-adopted annually at the organizational meeting in January.

Motion: Supervisor Guzy moved to adopt the Board of Supervisors Rules of Procedure for 2015. Supervisor Short seconded and the motion carried by a vote of 6-0. Aye: Wiatrowski, Cave, Short, Pendley, Guzy, Woodward. Nay: None.

Designation of Dates, Times, and Locations of Meetings for 2015:

Chairman Woodward explained that the approval of the 2015 meeting schedule and holiday calendar is for the citizens of Page County to be informed of the Board meetings and holiday closures.

Motion: Supervisor Guzy moved to approve the 2015 Board meeting schedule and 2015 holiday calendar. Supervisor Cave seconded and the motion carried by a vote of 6-0. Aye: Cave, Short, Pendley, Guzy, Wiatrowski, Woodward. Nay: None.

Work Session

Strategic Plan Public Input Session:

Chairman Woodward explained that the Board of Supervisors held a strategic planning session on December 5-6, 2014. Dr. Mike Chandler facilitated the discussion to develop a new mission statement, vision, and action agenda for 2015 and 2016.

Dr. Chandler thanked all the Board members for taking the time to fill out the surveys as well as participating in the retreat. He said all of the Department Heads were at the retreat during the afternoon of December 5 and they had to complete a survey as well. He explained that both the Department Heads and Board Members shared the same concerns based on the survey answers. He said the summary is a result of the Board's work during the planning session. Dr. Chandler then reviewed the summary.

Chairman Woodward pointed out that the summary has been available to the public and if anyone would like to speak on this matter they may do so. There were no speakers.

Chairman Guzy would like to add Route 55 road improvements in Warren County as well as the Route 340 road improvements to the summary under action agenda number 4. Dr. Chandler said that he would make sure that was added before the adoption in two weeks.

After discussion, the Board decided to schedule the plan for adoption at their January 20th meeting.

School Board Briefing – Performance Contracting Project:

Mrs. Donna Whitley-Smith, School Superintendent, began the briefing by explaining the performance contracting. The School Board has been working with Johnson Controls for nearly one year to put together a performance contracting plan and a proposal is close to being completed. As of now the cost of construction is \$7,836,604, with a cash infusion of \$250,000 from the School Board, based on a 3.2% interest rate. She said they are not ready to lock in the interest rate yet, but it is possible that the rate will be lower. The contract term on the lease purchase agreement is 15 years and the savings are guaranteed by Johnson Controls. The facility improvement measures that are included are lighting upgrades, both, interior and exterior at all buildings, some mechanical insulation updates at seven of the buildings, building envelopes upgrades at all buildings, building automation systems at all buildings, and automating the air conditioning and heating and setting the temperatures at certain times when they will

rise and fall. Under the proposal, they will be able to accomplish installing air conditioning in the buildings that currently do not have it, replacing two boilers, and replacing a rooftop cooling unit at one school. Johnson Controls will be presenting this to the School Board on January 12th and have asked to present it to the Board of Supervisors on January 20th. Charlie Barksdale, Department of Mineral, Mines and Energy, is an expert in performance contracting and will assure that the school system will get the most for their money. He will also attend the January 20th meeting.

Supervisor Guzy asked Mrs. Whitley-Smith to provide the Board with the information from Johnson Controls prior to the Board meeting on January 20th.

School Briefing – FY 2016 Budget Preparations and State Budget:

Mrs. Whitley-Smith said that the budget committee began the process in September with a review and analysis of all of their existing programs. That information was shared with the School Board and they reviewed it and have received a Governor's budget update in December. They have identified priorities and are working on a first draft of their total budget that they will present to the School Board on January 26, 2015. She said she would like an indication from the Board of Supervisors in February as to the level of funding they can expect, so they can complete their budget deliberations in March and have the final budget to present to the public in early April. Mrs. Whitley-Smith gave a brief summary of the programs involved in the budget process and pointed out items that are fixed or high in cost. She also mentioned some unfunded mandates that are coming and expressed how tough it has become to prepare a budget when \$6 million in budget cuts have accrued since the opening of the new high schools. She listed the different cuts that have been made over the years and that the employees have also suffered as a result. With the current budget reductions, she said there are two different actions that can be taken. One is through efficiencies and the other program reductions. Efficiencies such as Medicaid billing, building usage fees, driver's education cost, transportations routes and bulk purchasing are being considered. She added that with the current budget assumptions the School Board will be asking for \$500,000 above what is currently funded by the County. She said that the driver's education car is old as well as the need for at least three new buses. She also would like to create a contingency fund.

MOU Page/Rockingham Boundary:

EXHIBIT B

County Attorney Nathan Miller explained that there is a large tract of land that lay on the boundary line between Page County and Rockingham County and when it is taxed the larger portion of the tract fell in Page County, so it was taxed in Page County. It was later subdivided and when that occurred many of the lots ended up in Rockingham County. This, he said, was discovered last year and about 12 lots are now situated in Rockingham County. The Memorandum of Understanding (MOU) was worked out between Rockingham and Page County and a public hearing was also held with the property owners. The agreement is needed in order to spell out what county will be responsible for providing law enforcement, water, etc. The loss in real estate revenue to the County will amount to \$10,284.80. The MOU will be retroactive to January 1, 2015.

Motion: Supervisor Cave moved to approve the Memorandum of Understanding between Page County and Rockingham County for the new boundary line, effective January 1, 2015, with any revisions that may be required by counsel. Supervisor Wiatrowski seconded and the motion carried by a vote of 6-0. Aye: Short, Pendley, Guzy, Wiatrowski, Cave, Woodward. Nay: None.

Discussion of the Sign Ordinance:

Supervisor Guzy indicated that he has had several constituents come to him about needing an off-premise sign to improve navigation to their businesses. Mr. Clark Draper Planning & Community Development Director, provided the Board with VDOT requirements for off-site signs. Mr. Miller mentioned that any changes to the sign ordinance would require a public hearing and recommendation by the Planning Commission and then the Board would hold their public hearing and make a final decision. Supervisor Short said that this was discussed a few years ago when the ordinance was amended and there was a reason why the Board chose not to allow off-premise signs. He said he would like to know the Board's rationale in doing so before proceeding with an amendment. Mr. Draper said he would go back and see what took place during the previous discussions and bring the information back to the Board.

Closed Session: 8:30 p.m.

Motion: Supervisor Pendley moved that the Page County Board of Supervisors convene in closed session under the Virginia Freedom of Information Act for consultation with legal counsel pertaining to actual litigation, where such consultation in an open meeting would adversely affect the negotiating or litigating posture of the Page County Board of Supervisors, pursuant to Section 2.2-3711(A)(7), and to discuss an officer of the County for the purpose of considering such person's performance and disciplining, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia. Supervisor Wiatrowski seconded and the motion carried by a vote of 6-0. Aye: Pendley, Guzy, Wiatrowski, Cave, Short, Woodward. Nay: None.

Exit Closed Session: 8:47 p.m.

Motion: Supervisor Pendley moved the closed meeting be adjourned and the Page County Board of Supervisors reconvene in open session. Supervisors Short seconded and the motion carried by a vote of 6-0. Aye: Guzy, Wiatrowski, Cave, Short, Pendley, Woodward. Nay: None.

Certification of Closed Meeting:

To the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A) of the Code of Virginia, 1850, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

<u>Roll Call Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
D. Keith Guzy, Jr.	X			
David Wiatrowski	X			

Board of Supervisors
Minutes – January 6, 2015

J.D. Cave	X
Darrell Short	X
Dorothy Pendley	X
Johnny Woodward	X

Adjourn: 8:50 p.m.

With no further business, Chairman Woodward adjourned the meeting.


Chairman


County Administrator

PAGE COUNTY BOARD OF SUPERVISORS



RULES OF PROCEDURE

**REVISED & ADOPTED
January 6, 2015**

TABLE OF CONTENTS

Creation	3
Seal of the Board	3
Principal Address	3
Chair to the Board	3
Vice-Chair	3
County Administrator	3
County Attorney	4
Quorum for the Exercise of Board Business	4
Meetings and Attendance	4
Electronic Participation in Meetings from Remote Locations	5
Order of Business	6
Conduct of Business	7
Order	9
Committees	9
Parliamentarian	10
Rules	10
Official Board Travel	10
Approval to Pay Payroll and Accounts Payable Warrants	10
Approval of Minutes	10
Consent Agenda	12

PAGE COUNTY BOARD OF SUPERVISORS RULES OF PROCEDURE

I. CREATION

Page County Board of Supervisors, hereinafter called the Board, is an elected body provided by the Code of Virginia, Section 15.2-1400. It consists of six (6) members, with five (5) members elected from each of the Voting Districts and one (1) member elected at large from all the Voting Districts who shall serve as the Chairman of the Board.

II. SEAL OF THE BOARD

When affixed to any paper or document by the Clerk of the Board, the Seal has the force and effect for authentication for the Board.

III. PRINCIPAL ADDRESS

103 South Court Street, Page County, Luray, Virginia; mailing address 103 South Court Street, Luray, VA 22835

IV. CHAIR TO THE BOARD

The Supervisor elected as a member at large shall serve as the Chairman of the Page County Board of Supervisors.

V. VICE-CHAIR

At the first meeting of the year, the Board selects one of its members to serve as Vice-Chair for a one year term on a rotating basis. Any nominee may decline to serve or may resign from that position, in which event the representative of the next district in ascending sequential order will be the nominee.

VI. COUNTY ADMINISTRATOR

The County Administrator shall be Clerk to the governing body and his/her general duty is set forth in the Code of Virginia, Section 15.2-1540 and 15.2-1541. He/she shall maintain an office at the same address as the Board. The Executive Secretary is designated Deputy Clerk to the Board.

VII. COUNTY ATTORNEY

The County Attorney assists the Board in analyzing the facts; provides advice and action in legal matters and represents the Board in civil actions; provides advice and action in legal matters to the constitutional officers, zoning administrator, building code official and other departments and agencies of the County. Any item presented to the County Attorney for opinion, must be submitted in writing, and a written response shall be provided.

VIII. QUORUM FOR THE EXERCISE OF BOARD BUSINESS

Four (4) members of the Board shall constitute a quorum for the purpose of conducting Board business. A tie vote of the members present with a quorum or in excess of a quorum shall cause the motion or matter voted on to fail. There shall be no provision for a tiebreaker in the event of a tie of the voting members with a quorum present.

IX. MEETINGS AND ATTENDANCE

- A. The County Administrator, Chairman of the Board, and Vice-Chairman of the Board shall be responsible for drafting the agenda of any Board meeting.
- B. All meetings and business shall be conducted in accordance with the Code of Virginia, Robert's Rules of Order Revised, 11th edition, and these by-laws as interpreted by the Chair to the majority of the Board members.
- C. Regular Meetings will be held on the third Tuesday of each month at 7:00 p.m. at the designated location. The Board's calendar is attached and incorporated herein. Closed Meetings will be held as needed. The Board, at its pleasure, may continue its meeting beyond the normal adjournment/recess time. Meetings shall start at the appointed time, and if the Chair is not present, the Vice Chair shall preside. If neither the Chair nor the Vice Chair is present, the County Administrator shall call the meeting to order and preside for the election of a temporary Chair.
- D. The County Administrator shall list all items requested for the agenda. If, in the opinion of the County Administrator, an item is not appropriate for consideration by the Board, he/she shall inform the Chair.
- E. The County Administrator shall allocate time to items on the agenda to suit the convenience of the Board.
- F. The Board shall consider all items docketed on the agenda before taking any other items unless an undocketed item is brought by consent of the Board, provided no Board Member objects.

- G. Time permitting, items not on the agenda shall be heard as the final items of the Board's business. If time does not, in the opinion of the Chair or the Board, permit hearing items not on the agenda, they shall be carried over to the next regular or special meeting (provided no Board member objects).
- H. Once a notice for Public Hearing has been advertised, (regardless of the nature) the Public Hearing must be conducted, unless the scheduled Board meeting is cancelled by the Chair with the consent of a majority of the Board.
- I. Departmental reports, general correspondence, calendars and notices, financial reports and other matters not directly related to an agenda item are to be provided to the Board under separate cover from the Agenda Packet.
- J. Weather – A regular meeting shall be continued to the immediately following Tuesday at the same time and place as the regular meeting if the Chair, or Vice Chair when the Chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend regular meeting. Such finding shall be communicated to the members and the public and media as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.
- K. Legal Holiday – When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following business day unless the meeting is canceled by a majority vote of the Board.

X. ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

The Page County Board of Supervisors (the Board) shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, audio, video, electronic, or other communication means where the members are not physically assembled, except as provided in Virginia Code §2.2-3708 or as provided hereafter. Nothing in this policy shall be construed to prohibit the use of interactive audio or video means to expand public participation.

- A. A Board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:
 - 1. If, on or before the day of the meeting, the Board member notifies the Board Chair that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, the Board, by a majority vote, approves electronic participation by the Board member, and the Board records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

Such participation by a Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is fewer; or

2. If a Board member notifies the Board Chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, the Board, by a majority vote, approves electronic participation by the Board member, and the Board records this fact and the remote location from which the member participated in its minutes.

B. A Board member may participate in a meeting by electronic means only when:

1. A quorum of the Board is physically assembled at the primary or central meeting location; and
2. The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

XI ORDER OF BUSINESS

The Order of Business for the regular meeting on the third Tuesday, shall be as follows unless the County Administrator in drawing up the Agenda shall find good cause to change it:

Call to Order, Pledge of Allegiance, Invocation

Public Hearings

Presentations, Proclamations and Awards

Public Comments on Agenda Items

Action Matters

Consent Agenda

Old Business

New Business

Open Public Comments

Administrator's Report

Supervisors' Time

Closed Session (as needed)

Adjourn/Recess

XII. CONDUCT OF BUSINESS

- A. When the question is called, the Chair shall call for the vote.
- B. Any member abstaining on a vote shall so indicate following the call for the vote.
- C. A Motion does not require a second.
- D. Exhibits before the Board shall become the property of the Board and shall be filed with the County Administrator.
- E. Citizens shall not speak at a meeting unless they are recognized. Citizens shall request recognition by addressing "Mr. Chair" or "Madam Chair" (as appropriate) and await acknowledgment.
- F. Should it be desired by the Chair, any member, or by the County Administrator, the member making a resolution shall reduce the same to writing and deliver it to the County Administrator's Office. The County Administrator shall take down verbal resolutions as accurately as possible, but when loosely worded or incomplete "whereases" precede the motion, the County Administrator should use appropriate language to accomplish the intent of the Board.
- G. Prior to initiating a public hearing, the Chair shall recount the rules under which the hearing shall be operated, but he/she may amend the rules during the hearing by giving notice of the change to those gathered.
- H.
 - 1. Only those issues as addressed in the published notice for a public hearing shall be considered by the Board at a public hearing. Any citizen appearing before the Board at a public hearing shall speak only to those matters at hand.
 - 2. Any citizen speaking before the Board, during public comment period and/or public hearings, will be allotted three (3) minutes in which to make his/her comments. The time limit will be enforced by the Chair.
 - 3. After the public hearing is closed by the Chair no citizen may speak before the Board on said public hearing unless the public hearing is reopened by a majority vote of the board.

4. Any citizen speaking before the Board at a public hearing shall address the Board and shall conduct himself/herself in an orderly manner. His or her failure to comply with these standards may result in his/her removal from said public hearing.
- I. At the beginning of the public hearing, the Chair shall call upon the County Administrator or the other staff member handling the matter at hand or shall himself/herself recount a description of the issue placed before the hearing.
- J. Subject to revocation or extension by the majority of the Board assembled, the Chair may in all matters establish a maximum time for consideration of any matter, and/or limit the amount of time available to each speaker, including Board members, on a matter and/or limit the number of times each speaker may address the Board on a matter. Notwithstanding the foregoing statement, every Board member shall be entitled to make a statement on every matter before the Board and the call for the question shall not be entertained until all members who wish to exercise this right shall have done so at least once.
- K. All members or citizens shall limit their comments before and to the Board. The Chair may prohibit questions from citizens until a speaker has finished his/her presentation and may, at his/her discretion, limit the amount of time available for each person based upon the number of individual speakers who wish to address the Board.
- L. The Board of Supervisors has set forth the following rules for presentation time limits:
 1. Individual presentations placed on the Board's agenda shall be no longer than fifteen (15) minutes in duration.
 2. If time permits, a change may be made by the Chairman of the Board of Supervisors.
- M. At such times a Board member may find himself or herself with a conflict of interest the Board member shall state the nature of the conflict of interest and shall, at their election, remove himself or herself from voting or abstention or both.
- N. Comments should be addressed to the Chair. Derogatory comments directed at specific members or staff shall be ruled out of order. Persons may not yield their time. Persons may not speak more than once on an issue. Public Comments is a time for comments and the Board does not normally respond to questions, but may direct staff to respond at a later date.

- O. Invocation – The Invocation shall be part of the regular meeting agenda following the *Pledge of Allegiance*. Religious leaders, of various denominations, shall be invited to give the Invocation on a rotational basis.

XIII. ORDER

- A. It shall be the duty of the Chair to maintain order and decorum at meetings. The Chair shall speak to points of order in preference to all other members.
- B. In maintaining decorum and propriety of conduct, the Chair shall not be challenged and no debate shall be allowed until after the Chair declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order, the regular business may be suspended by vote of the Board to discuss the matter.
- C. No member or citizen shall be allowed to use slanderous or abusive language directed at any member of the Board or other person, excessive noise, or speaks out of order, or in any way fails to comply with rules or procedures set by this Board, or incite persons to use such tactics. The Chair and/or the County Administrator, or County Attorney shall be the judge of such breaches, however, the Board may vote to overrule both.
- D. When a person engages in such breaches, the Chair may order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property and may, at his discretion, bring formal charges for disruption of a public meeting.
- E. A copy of the rules of order shall be made available to the public upon request.

XIV. STANDARDS OF CONDUCT

In keeping with the County of Page's Commitment to Service, Excellence, and Integrity, the citizens and businesses of Page County, Virginia, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. This includes personal integrity, work group integrity, and organizational integrity. The effective functioning of democratic government therefore requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

XV. COMMITTEES

Ad hoc committees, being those committees appointed for a special limited purpose, may be appointed by the Chair as needed.

Members of the Planning Commission and Board of Zoning Appeals may be appointed by the Board member serving the elected district in which the appointment is made. The elected Chairman of Board shall not have the right to make direct appointments to committees as a representative of his or her district.

Constitutional Officers may be appointed to committees.

XVI. PARLIAMENTARIAN

The Chair, with the majority of the Board, shall act as Parliamentarian to the Board.

XVII. RULES

- A. The by-laws may be suspended at anytime, for a given board meeting, by a majority vote of the Board of Supervisors.
- B. The by-laws may be altered by a majority vote of the Board of Supervisors.

XVIII. OFFICIAL BOARD TRAVEL

- A. A Board member may travel officially in-state at the Board member's discretion. In-state travel shall include travel to Washington, D.C.
- B. A Board member shall obtain advance approval of the Board prior to official travel out-of-state.
- C. A report and accounting of funds shall be made for travel.

XVIII. APPROVAL TO PAY PAYROLL AND ACCOUNTS PAYABLE WARRANTS

- A. Consistent with Code of Virginia paragraph 15.2-1243, the Board of Supervisors grants to the County Administrator the authority to audit and approve for payment on their behalf warrants for valid accounts payable and payroll activity.
- B. The County Administrator's approval will be documented in writing on a check transmittal that will accompany the warrants when they are forwarded to the Treasurer for signature.
- C. All warrants must be presented to the Board of Supervisors for action as a consent agenda item at their regular meeting.

XIX. APPROVAL OF MINUTES

- A. Minutes taken during a previous Board meeting will be distributed to the members of the Board with the Board package for review prior to the meeting of the Board at which approval is requested. Minutes of prior board meetings will be deemed to be approved as submitted, unless a correction is requested by a member of the Board and approved by the vote of a majority of Board members.
- B. It is the policy of the Board that minutes shall be concise, enumerating the following terms:
 - 1. Time, date and place of the meeting, members of the Board and key staff members in attendance. The Clerk shall record in the minutes the absence of any member of the Board from any portion of the meeting.
 - 2. A concise statement of the matter before the Board, those persons speaking on the matter and a synopsis of the statements.
 - 3. A notation of specified issues or clarifications that have salient bearing on the matter being decided.
 - 4. A notation of the memorandum and exhibits which accompany the matter before the Board which shall be filed with the clerk's records of the meeting.
 - 5. A statement of the specific request or recommendation being presented to the Board.
 - 6. The specific and full text of each motion, substitute motion, and amendment considered by the Board. The result of the vote, passage or failure, shall be noted and the vote of each member recorded.
 - 7. Such specific items, issues, comments, or votes, as requested by any Board member during a meeting but prior to approval of the minutes by the Board.
 - 8. Such other matters as the Clerk shall deem necessary to provide a complete, accurate and understandable record of the deliberations of the Board.
- C. Minutes of workshops and other meetings of the Board where no formal action is taken shall be summary in nature, indicating the time, date and place of the meeting, members of the Board in attendance, persons making presentations before the Board, and the topic or topics of the workshop or discussion.
- D. Recordings of Board meetings shall be made at all meetings. The recordings shall be retained by the Office of the County Administrator for two years from the date of the meeting.

XX. CONSENT AGENDA

- A. The purpose of the Consent Agenda is to provide a method for the expeditious handling of items, which, in the opinion of the County Administrator and the Chair, will not require discussion and will be approved unanimously by the Board.
- B. Prior to the consideration of a motion to approve the consent agenda, the Chair shall ask if any member of the Board would like to have an item removed from the consent agenda for discussion, for further information, or in order that there might be a separate vote on the item.
- C. Any item or items which one or more members of the Board wishes to remove from consent agenda shall be removed by the Chair, and, at that point, a motion to approve the remaining consent agenda shall be in order. Items which have been removed from the consent agenda may be taken up by the Board immediately after the approval of the remaining consent agenda or may be scheduled for consideration later in the meetings by the Chair with the concurrence of the Board.

BORDER MEMORANDUM OF UNDERSTANDING
BETWEEN
PAGE COUNTY AND ROCKINGHAM COUNTY,
VIRGINIA

RECITALS:

1. That parcel originally designated Page County tax parcel 95-(A)-11 straddled the Page County – Rockingham County line.
2. Because most of the parcel lay in Page County, standard procedure was followed, and Page tax parcel 95-(A)-11 was taxed and administered in its entirety by Page County.
3. In late 2014 both Page and Rockingham County realized that twelve lots had been divided from tax parcel 95-(A)-11 that lie entirely or nearly entirely in Rockingham County.
4. Staff from both counties have agreed on the location of the boundary line between the two counties in the vicinity of the twelve lots. The original 1831 Act of the General Assembly that created Page County was used to determine the location of the boundary line, as well as various maps dating back into the 19th century.

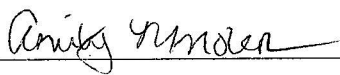
NOW, THEREFORE, the Board of Supervisors of Page County, Virginia, and the Board of Supervisors of Rockingham County, Virginia, hereby agree as set forth in the following paragraphs, including by reference the foregoing Recitals.

5. The boundary line between Page County and Rockingham County in the vicinity of Page County tax parcel 95-(A)-11 is as shown on the attached map.
6. The following parcels, as shown on Page County tax maps through December of 2014, namely: 95-(A)-11C, 95-(A)-11D, 95-(A)-11E, 95-(A)-11F, 95-(A)-11G, 95-(A)-11H, 95-(A)-11I, 95-(A)-11J, 95-(A)-11K, 95-(A)-11M, 95-(A)-11R, and 95-(A)-11V; are in Rockingham County.

7. Those twelve tax parcels listed in paragraph 6, above, shall be assigned tax parcel numbers by Rockingham County and shall be taxed and administered by Rockingham County as of January 1, 2015.

8. In addition to the twelve lots that were assigned tax parcel numbers by Page County, as set forth in paragraph 6, above, two lots have been approved for division by Page County that have not yet been shown on Page County tax maps. Those two lots are as described in two documents entitled "Installment Land Sales Contract", both dated September 6, 2011, the first between Charles James Shifflett and Barbara Shifflett, husband and wife, grantors, and Joshua Ryan Breeden and Nora A. Shifflett Breeden, husband and wife, grantees, which Contract is recorded in the Clerk's Office of the Circuit Court of Page County as instrument number 110002253; and the second between Charles James Shifflett and Barbara Shifflett, husband and wife, grantors, and Derrick Cook and Grace Shifflett Cook, husband and wife, grantees, which Contract is recorded in the Clerk's Office of the Circuit Court of Page County as instrument number 110002255. The divisions described in these two Contracts shall be recognized by Rockingham County.

This Memorandum of Understanding is adopted this 6 day of January by the Board of Supervisors of Page County.

Attested to by 
County Administrator

This Memorandum of Understanding is adopted this 14th day of January by the Board of Supervisors of Rockingham County.

Attested to by 
County Administrator